



Version
7/11/2014

ACMC 8 Day Brief

Unit

Mishap Classification/Incident Type

(Mishap Class: Class A or B/On-duty or Off-duty)
(Incident Type: PMV-4, PMV-2, Suicide, Criminal, etc.)

Date of Incident or Mishap

(yyyy/mm/dd)

FOUO- This brief constitutes General Officer pre-decisional communications and shall not be released or included in any other reports without coordination with the originating General Officer or the ACMC. All FOIA requests for 8-Day briefs will be forwarded to HQMC FOIA Office for review and concurrence prior to release by the local FOIA Office.



Incident Overview

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Who

Name/Rank/Age/MOS of Marine(s)/Sailor(s) involved

Status at the time of the incident (i.e. pedestrian/driver/ passenger/pilot at controls, etc.)

Unit, Unit Location

What

Type of incident (mishap/suicide/criminal) and short summary of the circumstances surrounding the fatality/permanent partial disability/property damage

When

Approximate date/time of the incident

Where

Basic geographic location (city/highway/cross streets or any other pertinent data on the location of the incident)

FOUO



Personal Background Information

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MARITAL STATUS (Single/Married/Divorced)
LOCATION OF DEPENDENTS (City, State)
DEPENDENTS:
 Name (Relationship/sex/date of birth)
 Name (Relationship/sex/date of birth)
RESIDENCE (On/Off base; address)
RELIGION (Religious affiliation)
HOBBIES & INTERESTS (As appropriate)
VALID DRIVER'S LICENSE YES/NO (State)
DRUGS OR ALCOHOL (Factor/no factor)
BAC LEVEL (As appropriate)
PERSONAL ISSUES (Relationship/family/performance
 /financial/legal, etc.)

Photo
Of
Marine
(if available)



Military Background Information

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DATE ENTERED USMC	(yyyy-mm-dd)
DATE OF RANK	(yyyy-mm-dd)
DATE JOINED UNIT	(yyyy-mm-dd)
OIC	(Rank/Name/Date assigned)
SNCOIC	(Rank/Name/Date assigned)
NCOIC	(Rank/Name/Date assigned)
MENTOR	(Rank/Name/Date assigned)
DUTY STATUS	(Off duty/On duty)
DUTIES	(Current Billet)
WORK SCHEDULE	(Hours prior to incident)
ENLISTMENT WAIVERS	YES/NO; (If YES- how many & what type of waiver (Medical, Drug, etc.)
NJP/COURT MARTIAL HISTORY	YES/NO; (If YES- how many, what type of charge and when)
DRIVER IMPROVEMENT	YES/NO (Provide date)
MOTORCYCLE TRAINING	NA/YES/NO; (If YES- what level of training)
PREVIOUS DUTY STATIONS	(Location/unit)
RECENT/PENDING DEPLOYMENT	OIF/OEF (date)



Force Preservation

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FORCE PRESERVATION HISTORY FROM PREVIOUS (LOSING)COMMAND/UNIT:

- What was service member's risk classification? (Low, Med, or High)
- Why was service member assigned? (Detail circumstances and date assigned [yyyymmdd])
- What was the risk mitigation plan for the Service member?
- If at-risk service member executed a transfer, PCS, PCA, or TAD, or if there was a significant change in leadership to include Mentor, did losing command/unit/leadership/Mentor personally communicate with gaining command/unit/leadership/Mentor? (Yes/No)
- Was relevant FPC or Mentor information passed? (Yes/No)
- What was date of transfer to gaining command/unit? [yyyymmdd]

FORCE PRESERVATION HISTORY FROM CURRENT (GAINING) COMMAND/UNIT:

- List dates [yyyymmdd], in chronological order service member was discussed and whether service member was assessed as Low, Med, or High
- What was the risk mitigation plan for the service member each time he/she was discussed?
- If applicable, list date [yyyymmdd] service member was deemed no longer at-risk by the unit FPC



Training

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LAST SAFETY BRIEF

(Date)

SUICIDE AWARENESS/PREVENTION TRAINING (Date)

NEVER LEAVE A MARINE BEHIND TRAINING (Date of Marine)

(Date of Mentor)

(Date of NCOIC)

(Date of SNCOIC)

(Date of OIC)

MARINE NET COURSES:

**(If applicable; ex. Alcohol & Drug Abuse
Prevention)**



Medical/Mental History

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- Bullet summary: Provide as much detail as possible regarding SNM's history leading up to the incident.
 - Include information on the following:
 - Date & type of appointment (include both military & civilian healthcare providers)
 - Appointment status (attended/canceled/missed, etc.)
 - List of prescribed medications, other treatments & where it was obtained
 - Level of chain of command awareness and involvement



Summary of Events

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- **Preliminary** Incident Summary: Provide as much detail as possible regarding the actual events leading up to the incident, the incident itself, and the post incident actions by Marine(s)/ EMS/ Police/ etc. Include significant weather and any other potential contributing factors. (As many slides as necessary)
 - Include a description of any involvement of other Marines and how their actions or inactions contributed. This involvement may have had either a positive or negative impact.
 - PMV mishaps should also address the following
 - PPE usage (seatbelt)
 - Driving History (violations/DUIs)
 - Current Documentation (registration/insurance/inspection)
 - Vehicle^o condition prior to mishap
 - Vehicle year/model



Summary of Events

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- Motorcycle mishaps should also address the following
 - PPE usage (Helmet, gloves, eye pro, over the ankle shoes, long pants and long sleeve shirt, etc.)
 - Who knew the Marine owned/rode a motorcycle
 - Was the Marine a member of a unit motorcycle club
 - Type of motorcycle (sport/cruiser/dirt)
 - What training had the Marine attended (BRC/ERC/MSRC)
 - Are appropriate codes entered in MCTFS
 - Did the Command enforce CMC ALMAR 014/08 and WL 02-08?
- Aviation mishaps should also address the following
 - 30/60/90 flight data
 - Total flight time
 - Hours in T/M/S
 - Pertinent qualifications/designations
 - Known human factors/standardization issues
 - JAG/FFPB status
 - AMB⁹ composition



Summary of Events

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- Briefs on suicides should also address the following
 - Any history of suicidal ideations or attempts
 - Any history of receiving mental health treatment
 - Any factual factors that may have contributed to ideation or attempt
- Briefs on criminally related fatalities should also address the following
 - Additional Marines/Civilians involved
 - Pending charges
 - Pending court proceeding



Overview of Incident Scene and Surrounding Area (as appropriate)

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- Insert any photos that will assist ACMC to better understand the sequence of events.



Press Interest

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- Detail any anticipated media interest and/or summarize news coverage that has occurred.



Family and CACO Issues

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- Notification of Next of Kin
- Status of notifications/issues encountered.
(may also be in Lessons Learned)
- Other pertinent data



Initial Lessons Learned / Actions Proposed or Taken*

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- Detail any lessons learned as a result of this incident
- Include any recommended changes in policy or SOP that may result.
- Other actions taken by the Command.
 - Stand-downs
 - Climate Assessment Survey's (e.g.):
 - Private Motor Vehicle
 - Drinking and driving
 - Motorcycles
 - Off Duty and Recreational
 - Ground Safety Assessment
 - Higher Headquarters



CG's Preliminary Assessment

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